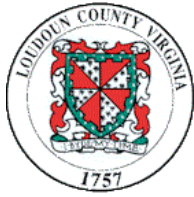


Dependent Eligibility Definitions and Required Documentation

Dependents	Eligibility Definition	Documentation Required
Spouse	Your lawful opposite sex spouse.	<ul style="list-style-type: none"> • A copy of the front page of the employee's most recent year federal tax return that includes the employee's spouse (you may black out all financial information), <u>OR</u> • Photocopy of marriage certificate, AND One (1) copy of proof of joint debt/ownership showing the employee's and spouse's names, dated within the past 90 days. Acceptable documents include: <ul style="list-style-type: none"> ○ Joint bank account monthly statement ○ Monthly mortgage payment statement or lease/rent statement ○ Motor vehicle loan statement ○ Credit card bill ○ Utility bill ○ An employee's will that designates the spouse as primary beneficiary ○ Employee retirement plan or life insurance policy designating spouse as primary beneficiary ○ Homeowner's or auto insurance policy * ○ Property tax statement (home or auto) * <p>* May be older than 90 days, but must be current insurance or tax statement. Insurance binders are acceptable if current.</p>
Child	The natural daughter or son of the employee who is under age 26.	<ul style="list-style-type: none"> • Photocopy of the top half of the front page of the employee's most recent year federal tax return that includes the child (you may black out all financial information), <u>OR</u> • Photocopy of birth certificate showing employee's name.
Stepchild	The stepdaughter or stepson of the employee, who is under age 26.	<ul style="list-style-type: none"> • Photocopy of the top half of the front page of the employee's most recent year federal tax return that includes the child (you may black out all financial information), <u>OR</u> • Photocopy of birth certificate showing employee's spouse's name; AND Photocopy of a marriage certificate showing the employee and child's parent's name.



IMPORTANT: If your state prohibits the copying of vital records, such as marriage certificates and birth certificates, it is recommended that you contact your state or local government to obtain a certified copy of the vital record. Fees may apply.

Legal Dependent	<p>The legal dependent of the employee, or the employee's spouse, who is under age 26.</p> <p>This includes adopted children, children placed for adoption or for whom adoption proceedings have begun, children for whom the employee is the legal guardian, and children covered under a Qualified Medical Child Support Order that requires the employee to provide health coverage through Loudoun County's health plan.</p>	<ul style="list-style-type: none">• Photocopy of the top half of the front page of the employee's most recent year federal tax return that includes the child (you may black out all financial information), OR• One (1) of the following as applicable to the child dependent type:<ul style="list-style-type: none">○ Photocopy of an Adoption Final Decree or an Interlocutory Decree of Adoption with the presiding judge's signature and seal.○ Photocopy of the child's birth certificate showing the employee as the adopting parent.○ Photocopy of the final court order, with the presiding judge's signature and seal, affirming the employee as the child's legal guardian.○ Photocopy of the Qualified Medical Child Support Order.
Dependent Child with Disability	<p>A natural child, stepchild or legal dependent of any age, who is dependent upon the employee/parent for support and is not capable of self care, provided the disability occurred prior to reaching age 26.</p> <p>Please note that this audit is only verifying the child's eligibility as a dependent. Your health carrier determines the disability status of the child.</p>	<ul style="list-style-type: none">• Photocopy of the top half of the front page of the employee's most recent year federal tax return that includes the child (you may black out all financial information), OR• Photocopy of birth certificate showing employee's name; AND <p>Proof of receipt of, or current pending application to receive, Supplemental Security Income (SSI) benefits.</p>